

SAMPLE

To: County Agencies
From: County Board of Supervisors
Re: 2008 Biennial Notice for Conflict-of-Interest Codes

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. No later than October 1 of each even-numbered year, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary. To assist you in making that determination, please review the enclosed, "How to Amend a Conflict-of-Interest Code," document. The enclosed, "2008 Local Biennial Notice," form must be returned to the Board of Supervisors no later than October 1, 2008.

If amendments to an agency's conflict-of-interest code are necessary, the amended code must be forwarded to the Board for approval within **90 days**. For example, if your agency files its notice on October 1, 2008, indicating that an amendment is necessary, the amendment is due to the Board of Supervisors by December 30, 2008. An agency's amended code is not effective until it has been approved by the Board of Supervisors.

The FPPC offers free seminars on how to amend a conflict-of-interest code. To register for a seminar, call the FPPC at (866) ASK-FPPC, and press 4. Information is also available on the FPPC's website at www.fppc.ca.gov.